

MINUTES
DD/S STAFF MEETING

14 March 1972

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Staff mty of
16 Mar 72*

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2. Mr. Coffey welcomed Mr. Yale to the Staff Meeting as the recently appointed Director of Finance; he also noted that [REDACTED] is Deputy Director of Finance. 25X1A

3. General Walters is in the building and apparently will soon begin the briefing schedule discussed at last week's DD/S Staff Meeting.

4. Organization for Research and Development. Copies of the Executive Director-Comptroller's memorandum on the new approach to R&D for the Agency were distributed to Office Heads. Mr. Coffey noted that given the forward leaning attitude on the part of all concerned there would seem to be no question but that the plan will work effectively. 25X1A

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5. DD/S Briefing of [REDACTED] the former Comptroller at DIA, has joined the intelligence community staff as deputy to [REDACTED]. Briefings will be scheduled soon and should primarily cover those areas of Support that interface with the intelligence community.

6. Saturday Duty Secretaries. Secretaries for Saturdays and holidays should be scheduled only if there is work to be done. There is no DD/S requirement that any Support Directorate office have a duty secretary on Saturdays and holidays. Each Office Director should determine if his office requires a secretary at these times and act accordingly. 25X1A

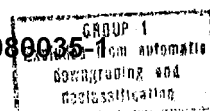
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7. Compliance with Customs Regulations. Mr. Coffey read from a book dispatch which [REDACTED] Chief, FE Division, sent to all FE stations and bases. In the dispatch [REDACTED] referred to the excellent working relationship that the Agency has always had with customs officials in [REDACTED]. This rapport was jeopardized recently by an Agency employee who imported about \$400 worth of goods without declaring them. [REDACTED] asked that attention be paid to preventing this kind of violation in the future.

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Mr. Osborn added that it is important to remind employees that when a violation like this is committed, the Agency escorts the employee down to customs where he is required to pay not only the duties, but a fine as well, which in the case mentioned above amounted to approximately \$250. Mr. Blake added that another employee recently attempted to bring in automatic weapons, was caught and came within an inch of being jailed. His Agency punishment was two weeks suspension without pay.

Mr. Coffey asked that in their own briefings, Office Directors be appropriately explicit and tough on this issue.


8. Support Directorate Security Violations During February:

OC -- 4, OS -- 2, OTR -- 1

9. Support Directorate Retirements Scheduled for March 1972

Civil Service System

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Name	Grade & Career Service	Effective Date	Type
	S-07/OL	3 Mar 72	Optional
	GS-12/OF	3 Mar 72	Optional
	GS-11/OL	31 Mar 72	Optional
	GS-11/OL	31 Mar 72	Dis. Service
	GS-09/OMS	31 Mar 72	Optional

CIARDS

None

10. EAA Special Events. Mr. Coffey made note of the following EAA events:

- Two garden club shows, one for early flowers on 27, 28 March, and the regular spring show on 15 and 16 May.
- Glee club concerts in the auditorium on 24 May at 1215 and on 25 May at 1245.

11. Presidential Classroom Program Visits to Headquarters. Mr. Coffey noted that four of the six groups have visited the Agency for an afternoon at the end of their sessions. A member of the first group, a high school senior, sent a letter of appreciation for the opportunity to participate in the visit.

12. Mr. Coffey read a note of thanks from Mrs. White for the retirement ceremonies for Colonel White. Mr. Coffey again passed on his thanks to all those who made the ceremonies come off so well.

13. Around the Table

Office of Security. OS is in the process of tightening down on those who speed in the Headquarters compound. Although OS is not able to issue tickets for speeding, violators will be stopped, their names and badge numbers taken, and a memorandum written to their supervisors.

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The OS Technical Staff provided [REDACTED] for use by the President and Dr. Kissinger in China. It was recently reported that the sets were consistently used during the China visit. OS has received a request to provide some technical assistance for the President's Moscow trip as well.

Office of Training. One of the interpreters on the President's China trip staff gave a talk on Friday at the Language School. He said that the Mandarin language has changed quite a bit over the last 25 years, by the creation of new words and phrases, and it would be difficult for the Language School to catch up.

OTR has received an overwhelming response to its ad for a GS-13 Head of the Romance Language Department--about 100 applications. This number has been culled down to 12.

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Mr. Colby began the Senior Seminar at [REDACTED] this week. He took an immediate interest in the reading to be done by course participants and has made several recommendations. There are now 20 in the Seminar (down from 21)--one participant was withdrawn for medical reasons.

The Trends and Highlights program is still attracting large numbers of participants--53 in the last course.

Matt Baird is back in the hospital in Tucson, Arizona. He is to undergo surgery on 22 March.

ADD/S. Mr. Wattles noted that Directorate Training Officers have all been sent copies of a memorandum from the DD/S&T concerning the running of a Systems Analysis course in May. Mr. Wattles recommended that all Offices send representatives to the course. It will run one week and has room for a total of about 25 employees.

Mr. Wattles noted that starting tomorrow a survey will be conducted on the use of the visitors' parking lot. An attempt will be made to lessen the congestion, but it is first necessary to find out who uses the lot. During the survey, guards will be accompanied by a representative of the Office of Security. All employees are asked to cooperate in this effort.

192-934/28 March 1972

MEMORANDUM FOR : Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and Technology
General Counsel
Director of National Estimates
Inspector General
Office of Legislative Counsel

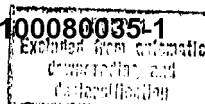
SUBJECT : Research and Development

1. Research and development is an inherent element of all parts of the Agency mission. Collection, analysis and production of intelligence, as well as other Agency missions, and support thereof, must be a dynamic process to overcome hostile defenses and to meet the changing needs of the times. The Agency has been responsible for a number of R&D breakthroughs; it is important that this momentum continue against the challenges of the future.

2. R&D in the Agency can directly support ongoing operations through the development of new equipment and techniques closely related to ongoing operational needs. Frequently R&D undertaken in support of one current need or operation has a multiple application. In addition to satisfying obvious requirements which can be defined with considerable precision, exploratory R&D to probe new areas which may potentially contribute to CIA's mission must be continuously and vigorously pursued.

3. Organization for R&D within CIA must reflect all of these varying needs, i. e.:

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a. R&D in direct support of ongoing operations calls for frequent and clear communication between the R&D elements and the elements responsible for the operational use. The operational element should exercise initiative in identifying its needs for such R&D, consulting with R&D elements as needed to select appropriate engineering approaches to satisfy these needs. Each Deputy Director may program for and implement R&D projects to support his current needs, reporting such projects to the R&D Board for review and comment as desired. In cases where a Deputy Director does not have an organic technical capability (including contracting) suitable to implement these projects, he will seek, with the assistance and consultation of the R&D Board, necessary technical support from another Directorate. When this happens, the funds will be transferred to or programmed by the implementing Directorate to conduct a program coordinated with the requirements of the requesting Deputy Director.

b. Information about R&D which may be used in multiple applications should be disseminated throughout the Agency through the R&D Board. Assignment of development responsibility to a single office or directorate, division of responsibility between offices or directorates, or the formation of a special

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desirable in some cases. The R&D Board should be alert for such possibilities and recommend appropriate action.

c. The DDS&T will be responsible for programming, funding and management of exploratory R&D. When the ultimate user of such R&D can be identified, the advice and counsel of this element will be sought (and in cases in which its capabilities or other factors so suggest, the project assigned to that element). Further, the R&D Board should review the advanced R&D program and make recommendations about the projects being prosecuted and suggest additional projects which should be considered.

d. Reports on all R&D activities, together with recommendations, should be made to the R&D Board periodically.

4. The Deputy Director for Science and Technology will continue to be responsible for promoting technical information exchange among all CIA components with R&D activities and for appraising the Director of the overall health of Agency R&D. He will also regularly identify and report to the Director serious technical gaps or program redundancies and any instances where, in his opinion, available technology could be better used to improve operations or fulfill Agency needs. In such cases he will, in consultation with the other Deputies, recommend corrective action and, when appropriate, the establishment of task forces for special

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5. To assist the DDS&T in fulfilling these responsibilities, a CIA Research and Development Board will be established as follows:

Chairman:	DD/S&T
Deputy Chairman:	ADD/S&T
Members:	ADDI, ADDP, ADDS
Secretary:	O/PPB

Technical Assistants to Board Members (nonvoting): As needed

The Board will report to the Director through the Executive Director-Comptroller. Minority opinions will be forwarded with the Chairman's comments. The Board will make a semiannual report of R&D in the Agency, with recommendations as to:

- a. Important new R&D needs;
- b. Comments on the Agency's R&D program, in the three categories listed above;
- c. Dissemination of R&D accomplishments.

The R&D Board will also recommend the formation of task forces as needed, with representatives from different directorates as required, to work on particular R&D projects or to carry out projects which require especially close coupling between the engineer and the operator.

6. Under the R&D Board, there will be established a Technical Coordinating Committee, chaired by a representative of the DDS&T, with

membership determined by each Deputy to represent his interests.

This committee will be a mechanism by which the DDS&T fosters technical exchange, coordinates programs and surfaces gaps, redundancies and other special problems and drafts periodic reports to the Director for consideration by the R&D Board. Directorate Technical Representatives on this Committee will speak for the Directorate or arrange access to appropriate officers who can respond to technical and operational problems.

7. Reporting on R&D will be organized as follows. Each R&D project will be separately identified, and the following reports on the project submitted to the R&D Board:

- a. Category (see above);
- b. Articulated need, if any; or rationale;
- c. Field (audio surveillance, agent commo, photo satellite collection, behavioral science, model analysis, administrative support, etc.);
- d. Funding;
- e. Results;
- f. Responsible office, with coordinating offices or task force;
- g. Related responsibilities (e.g., development of delivery procedure or system for sensor device), with responsible offices indicated.

The R&D Board will review and summarize these reports in its semiannual report to the Director.

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8. Especially sensitive projects may be handled outside the above procedure at the discretion of the Deputy Director concerned with the approval of the Director of Central Intelligence.

9. R&D projects managed by CIA but using other-agency funding will be handled within the above procedure to the extent feasible.

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W. E. Colby
Executive Director-Comptroller

Copies to:
1 - D/DCI/IC
1 - D/PPB

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